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NAVAL SUPPLY SYSTEMS COMMAND
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IN REPLY REFER TO:

4200
Ser 21A1/8294
98-93
30 SEP 1998

From: Commander, Naval Supply Systems Command

Subj: CONTRACTING OFFICER'S REPRESENTATIVE TRAINING

Ref: (a) NAVSUPINST 4205.3B, Contracting Officer's
Representative (COR)

1. The primary role of the Contracting Officer's Representative (COR) is to provide technical clarification and to monitor contract performance thus ensuring the Government pays and receives only those services, materials, and travel authorized and delivered under the contract. Therefore, the COR must possess sufficient expertise to act as the single focal point for the Government for all COR issues which may arise under the contract. Training is essential to the successful COR.

2. Reference (a) currently requires CORs appointed by the Contracting Officers (COs) of the Navy Field Contracting System (NFCS) to complete Naval Supply Systems Command (NAVSUP) approved COR training or request waivers/deviations from NAVSUP for alternate training. The purpose of this policy letter is to revise reference (a) to authorize persons requiring COR training to complete any course covering the following key elements: Acquisition Regulations, Federal Acquisition Policy, and Contract Law; Standards of Conduct and Procurement Integrity; Contract Types; Contract Familiarization; Services: Personal vs. Non-personal; COR Functions; Tracking and Monitoring; COR Roles in Delivery Orders; Financial Tracking; Contract Modifications; Contract Remedies; Performance Based Service Contracting; and Past Performance. The appointing CO is the training approval official (appointment of the COR is considered CO approval of the training).

4. Effectively immediately, the following changes are made to reference (a):

a. Paragraph 6.d.(3) is revised as follows:

Has completed COR training and understands the duties, responsibilities, and limitations of his/her role in providing technical assistance in the administration of the contract to which appointed. COR training must contain the following key elements:

Subj: ADVANCE CHANGE TO NAVSUPINST 4205.3B, CONTRACTING
OFFICER'S REPRESENTATIVE (COR)

- (a) Regulations, Federal Acquisition Policy, and Contract Law
- (b) Standards of Conduct and Procurement Integrity
- (c) Contract Types
- (d) Contract Familiarization
- (e) Services: Personal vs. Non-personal
- (f) COR Functions
- (g) Tracking and Monitoring
- (h) COR Roles in Delivery Orders
- (i) Financial Tracking
- (j) Contract Modifications
- (k) Contract Remedies
- (l) Performance Based Service Contracting
- (m) Past Performance

b. Paragraph 7.a. is revised to read as follows:

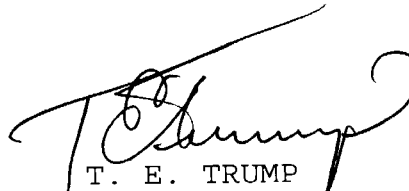
Nomination of COR. When the contracting activity and the requiring activity are different, the COR shall be nominated by the requiring activity Commander/Commanding Officer or designee. When the PCO and COR are in the same activity, the COR shall be nominated by the activity Commander/Commanding Officer or designee. The nomination letter shall outline the nominee's technical qualifications and experience, the technical functions to be performed, description of COR course taken (course synopsis or table of contents) and date completed, and whether the individual's performance rating elements include the COR function (if not, an explanation of why not). A sample COR nomination letter is included at enclosure (2). Any changes to those duties recommended in the nomination letter will be discussed and agreed to by both the requiring activity Commander/Commanding Officer and the Contracting Officer prior to issuing the appointment letter.

c. Paragraph 7.h. is revised to read as follows:

Technical Assistant (TA) qualifications and appointment. The Commanding Officer or his designee of the requiring activity may appoint a TA to assist the COR in executing routine administration and monitoring duties. The appointment must be in writing and must set forth the TA's responsibilities and limitations. A copy of the letter shall be provided to the PCO (ordering officer). A sample letter is included at Enclosure (9). Before appointment, ensure TAs have the appropriate training and experience. The successful completion of COR training is strongly recommended for all TAs.

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5. Numerous COR courses are currently offered by both Government and Contractor personnel. The Regional Procurement Management staffs at FISC Norfolk and FISC San Diego will continue to offer a newly revised COR course at a reasonable rate. Course schedules may be obtained by calling (757) 443-2065 and (619) 532-2360 respectively.



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